



P.O. BOX 3967 PEORIA, IL 61612-3967
P: (800)645-2402 E: suretytx@rlicorp.com
RLISURETY.COM

Texas eNotary Instructions

Identifying Information

- Notary Applicant must provide full name exactly as documents will be notarized.
- Notary Applicant must provide street address of residence (including county).
IMPORTANT: Applicant must be a Texas resident.
- Notary Applicant must provide social security number.
- Notary Applicant must provide date of birth.
- Notary Applicant must provide valid driver's license number (state of license must also be provided).
- Notary Applicant may provide email address to expedite notary commission notification.
IMPORTANT: If email address is provided, commission certificate will be sent to Notary Applicant via email. Notary Applicant will **not** receive notary certificate by mail if an email address is provided.
- Agency name and address must be provided.

Statements Relating To Qualification

- Notary Applicant must be at least 18 years of age.
- Notary Applicant must be a legal resident of Texas.
- Criminal history box must be completed. If Notary Applicant has been found guilty of a crime other than a Class C Misdemeanor, the following documentation must be provided:
 - Copies of court order and sentence, and paper pertaining to release from probation.
 - A statement of the nature, circumstances, date, and location.
 - A statement if the case is on appeal.**IMPORTANT:** Notary applicants convicted of a crime other than a Class C Misdemeanor will not be able to be e-filed. All such requests must be sent to the Texas Secretary of State in hard copy through the mail.

Notary Public Surety Bond

- Attorney in fact must sign the notary bond in designated area.
- Name and address of agency must be provided.
IMPORTANT: To expedite processing of the eNotary request, provide RLI producer number beneath the agency name.

Statement of Officer/Execution

- Notary applicant must sign on the signature line exactly as documents will be notarized.
- Notary applicant must provide date of signature.

Errors and Omissions

- **RLI Insurance Company** offers Errors and Omissions coverage in the amounts of \$5,000, \$10,000, \$25,000, or \$35,000.

Completing eNotary Filing

To complete the eNotary filing process, the completed and signed application and completed order form must be sent to **RLI Insurance Company** by one of the following methods:

- Email to: txnotary@rlicorp.com
OR
- Mail to: **RLI Insurance Company**
P.O. Box 3967
Peoria, IL 61612-3967

Notary Supplies

If a notary package was ordered that includes a notary stamp, send a copy of your Commission Certificate to **RLI Insurance Company** by the following method:

- Email to: txnotary@rlicorp.com

Thank you for choosing RLI Surety!



If renewing, mark this box:

Commission Expires: _____

APPLICATION FOR APPOINTMENT AS TEXAS NOTARY PUBLIC

Identifying Information

Please Type or Print Legibly

Name to be used as notary public: (This is the name you will be required to sign when notarizing.)

Social Security No.:

Last First Middle (not required) Suffix Required by TX Gov't Code §406

Mailing Address: (Please notify the secretary of state of an address change within 10 days)

Residence County:

Street City State Zip

Email address for return of commission (Legible): _____

(Your commission will come from notarypubliccommission@sos.texas.gov and you will NOT receive materials by mail.)

Date of Birth: _____ Driver's License or Identification No.: _____ Issuing state: _____

Statements Relating To Qualification

I, the above-named applicant, have never been convicted of a felony or crime involving moral turpitude, am at least 18 years of age and a legal resident of Texas. {All applications are subject to a background check.}

Please select one of the following:

- A. I have been found guilty of a crime other than a Class C misdemeanor. (Applicants selecting this option must attach the following for each crime: (1) copies of court order and sentence, and papers pertaining to release from probation; and (2) a statement of (i) the nature, circumstances, date, and location, and (ii) whether the case is on appeal.) {A conviction for a crime involving moral turpitude OR a FELONY disqualifies you from appointment as a notary public under Texas law.}
B. I have never been found guilty of a crime OR I have only been found guilty of a Class C misdemeanor, e.g. minor traffic violations such as speeding.

Notary Public Surety Bond

(This space reserved for agency/bonding company)

KNOW ALL PERSONS BY THESE PRESENTS:

That we, the above-named applicant, as principal, and RLI Insurance Company, as surety, a corporation duly licensed to do business in the state of Texas, are held and firmly bound unto the governor of the state of Texas and to his/her successors in office, in the sum of _____

TEN THOUSAND AND NO/100S DOLLARS

for the payment of which, well and truly be made we bind ourselves, our heirs, executors and administrators jointly and severally. As a condition of this bond, the above-named principal shall faithfully perform all duties of the office of notary public.

BOND NUMBER: _____

Agency Name: _____ Address: _____

Street City State Zip

Date: _____

Signature of authorized person for surety

Statement of Officer

I, the above-named applicant, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Execution

I declare under penalty of perjury that the facts in the foregoing Statement of Officer are true. I further certify that the information provided in and with this Application is true and correct and that I am not disqualified by law or any other reason from holding the office of notary public. I agree to be bound by the terms and conditions of the incorporated surety bond.

Date: _____

Signature of Applicant (sign in name given above on line #1 to be used as notary public)

Form 2301 - General Information
(Application for Appointment as Texas Notary Public)

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant code provisions. *This form and the information provided are not substitutes for the advice and services of an attorney.*

Commentary

Notaries Public are governed primarily by Chapter 406 of the Texas Government Code, Chapter 121 of the Texas Civil Practice & Remedies Code, and the Secretary of state's administrative rules found in Title 1, Chapter 87 of the Texas Administrative Code. Section 406.005 of the Government Code sets forth the requirements for a notary public application.

Notary commissions are effective as of the date of qualification of the applicant. Commissions expire four (4) years from the date of issuance and may be renewed by filing an application for renewal no earlier than 90 days before expiration. *This form is required for both new applications and renewals for Texas residents who are not employed by the state of Texas.* State employees should complete Form 2301-NB, available from the State Office of Risk Management. Escrow officers residing in adjacent states should complete Form 2301-E.

Instructions for Form

Identifying Information: You must enter your name exactly as you intend to sign documents as a notary public. Your commission will be issued in the name on the application.

The disclosure of your social security number is mandatory under § 406.005(a), Government Code. It will be used only to maintain the accuracy of the Secretary of state's records. The Secretary of state will redact the social security number prior to providing a copy of this form in response to a public information request and will disclose the number only when required by law.

A document on file with the Secretary of state is a public record subject to public access and disclosure. When providing address information, use a business or post office box address rather than a residence if privacy concerns are an issue.

Provide your email address for electronic return of your commission. Email addresses are confidential and will not be displayed on our website. You will not receive materials by mail and the Office of the Secretary of state may use your email address to send correspondence.

Statements Relating To Qualification: By signing the application, the applicant swears to meeting the qualification requirements for the office of a notary public. *A notary public must be at least 18 years of age, be a legal resident of Texas, and not have a final conviction for a felony or a crime involving moral turpitude.*

When reporting criminal history on this form, you must disclose findings of guilt, or pleas of guilty or nolo contendere from any jurisdiction, including state and federal courts, military tribunals, and jurisdictions outside the U.S., regardless of whether the case has been appealed. Class C misdemeanors need not be disclosed. If you are unsure of the class of a crime or whether you were found guilty, disclose the crime and explain the circumstances.

Applications are subject to background investigations. *If a background investigation reveals any crimes (other than a Class C misdemeanor) that you failed to disclose on your application, denial or revocation of your notary commission may result.*

Notary Public Surety Bond: A notary public must secure a \$10,000 surety bond. An authorized person for the surety company providing the bond must sign in the space provided. To obtain the signature, take the form to an insurance agency or bonding company for completion, *unless it is preprinted with the name and address of an insurance agency/surety company.* *If it is preprinted, return it to the agency specified on the bond for completion.* Only a bond written by a company licensed in Texas to issue fidelity and surety bonds will be accepted.

A premium will be collected by the company from which you purchase the bond. Check with the surety company for the premium rate.

Attachments: The following items *must* be included with the application: (1) attachments regarding criminal convictions, if any; and (2) filing fee of **\$21**. All applications submitted are subject to background checks upon receipt in our office.

Payment and Delivery Instructions: The filing fee for a new or renewal application is **\$21**. Fees may be paid by personal checks, money orders, LegalEase debit cards or American Express, Discover, MasterCard, and Visa credit cards. Checks or money orders must be payable to the Secretary of state through a U.S. bank or financial institution. Fees paid by credit card are subject to a statutorily authorized convenience fee of 2.7 percent of the total fees.

The completed form, along with the filing fee and any attachments, may be mailed to the Notary Public Unit, P.O. Box 13375, Austin, Texas 78711-3375 or delivered to the James Earl Rudder Office Building, 1019 Brazos, Austin, Texas 78701. The Secretary of state will issue a notary commission upon filing of a completed, qualified application.



YOUR NOTARY PUBLIC COMMISSION IS EXPIRING SOON!

In order to continue in your capacity as Notary Public, it is necessary to obtain a new notary bond for your reappointment. _____ offers comprehensive notary packages to make the notary bond process quick and simple for you.

SELECT YOUR NOTARY BOND AND INSURANCE OPTION

- Notary Bond + Texas Filing Fee \$ 71.00
- Notary Bond + Texas Filing Fee + \$ 5,000 Errors & Omissions Coverage \$ 89.00
- Notary Bond + Texas Filing Fee + \$10,000 Errors & Omissions Coverage \$107.00
- Notary Bond + Texas Filing Fee + \$25,000 Errors & Omissions Coverage \$124.00
- Notary Bond + Texas Filing Fee + \$35,000 Errors & Omissions Coverage \$131.00
- Notary Bond + Texas Filing Fee + \$50,000 Errors & Omissions Coverage \$171.00

Bond + Errors & Omissions Subtotal:

SELECT YOUR NOTARY PACKAGE *(optional)*

- Standard Stamp \$ 18.06
- Standard Stamp & Journal \$ 26.56
- Deluxe Stamp \$ 23.38
- Deluxe Stamp & Journal \$ 31.88

Package Subtotal:

SELECT YOUR SHIPPING METHOD *(if ordering a notary package)*

- Economy Shipping (12-15 business days) \$ 6.50
- Standard Shipping (7-10 business days) \$ 10.00
- Express Shipping (4-7 business days) \$ 15.00

Shipping Subtotal:

TOTAL: _____

COMPLETE YOUR INFORMATION			
Name			
Address		County of Commission	
City, State, Zip		Commission Number	
Email Address		Previous Bond #	
Phone Number			

WHEN COMPLETE, RETURN THIS FORM TO:



Phone: _____ Fax: _____



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Texas Policyholder Notice

Have a complaint or need help?

If you have a problem with a claim or your premium, call your insurance company first. If you can't work out the issue, the Texas Department of Insurance may be able to help.

Even if you file a complaint with the Texas Department of Insurance, you should also file a complaint or appeal through your insurance company. If you don't, you may lose your right to appeal.

RLI Insurance Company or CBIC Insurance Company

To get information or file a complaint with your insurance company:

Call: Bart Davis at 800-645-2402

Toll-free: 800-645-2402

Online: <https://www.rlicorp.com/contact-rli>

Email: suretyil@rlicorp.com

Mail: 9025 N. Lindbergh Drive, Peoria, IL 61615.

The Texas Department of Insurance

To get help with an insurance question or file a complaint with the state:

Call with a question: 1-800-252-3439

File a complaint: www.tdi.texas.gov

Email: ConsumerProtection@tdi.texas.gov

Mail: MC 111-1A, P.O. Box 149091, Austin, TX 78714-9091



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Texas Policyholder Notice

¿Tiene una queja o necesita ayuda?

Si tiene un problema con una reclamación o con su prima de seguro, llame primero a su compañía de seguros. Si no puede resolver el problema, es posible que el Departamento de Seguros de Texas (Texas Department of Insurance, por su nombre en inglés) pueda ayudar.

Aun si usted presenta una queja ante el Departamento de Seguros de Texas, también debe presentar una queja a través del proceso de quejas o de apelaciones de su compañía de seguros. Si no lo hace, podría perder su derecho para apelar.

RLI Insurance Company or CBIC Insurance Company

Para obtener información o para presentar una queja ante su compañía de seguros:

Llame: Bart Davis al 800-645-2402

Teléfono gratuito: 800-645-2402

En línea: <https://www.rlicorp.com/contact-rli>

Correo electrónico: suretyil@rlicorp.com

Dirección postal: 9025 N. Lindbergh Drive, Peoria, IL 61615.

El Departamento de Seguros de Texas

Para obtener ayuda con una pregunta relacionada con los seguros o para presentar una queja ante el estado:

Llame con sus preguntas al: 1-800-252-3439

Presente una queja en: www.tdi.texas.gov

Correo electrónico: ConsumerProtection@tdi.texas.gov

Dirección postal: MC 111-1A, P.O. Box 149091, Austin, TX 78714-9091